

LIBRARY CLERK ENTRY/JOURNEY

Supplemental Questionnaire

NAME: _____
(Last) (First) (Middle Initial) Social Security Number

Library Clerks perform a variety of clerical duties and sub-professional library tasks related to the functions and programs of the library; assist the public in finding and checking in and out library materials; and order and maintain books, magazines, and other library materials used by the public.

Submit this completed supplemental questionnaire along with your application form and clerical assignment preference form. Resumes, letters, and other materials will not be considered as responses to the items in the supplement. APPLICATIONS RECEIVED WITHOUT A SUPPLEMENTAL QUESTIONNAIRE AND CLERICAL ASSIGNMENT PREFERENCE FORM WILL NOT BE CONSIDERED.

1. Indicate the geographic areas in which you are willing to work.

- | | | |
|---------------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Auburn | <input type="checkbox"/> Applegate | <input type="checkbox"/> Colfax |
| <input type="checkbox"/> Foresthill | <input type="checkbox"/> Granite Bay | <input type="checkbox"/> Loomis |
| <input type="checkbox"/> Meadow Vista | <input type="checkbox"/> Penryn | <input type="checkbox"/> Rocklin |

2. I would like to be considered for Library Clerk - Entry. Yes ☐ No ☐

NOTE: If you are only interested in being considered for Library Clerk – Entry, you do not need to complete question number 3.

3. I would like to be considered for Library Clerk - Journey. Yes ☐ No ☐

a. Do you have experience assisting the public in finding and checking in and out library materials? Yes ☐ No ☐

If yes, complete the section(s) below.

Job Title: _____	Job Title: _____
Employer: _____	Employer: _____
Dates: _____ to _____	Dates: _____ to _____

b. Do you have experience ordering and maintaining books, magazines, and other library materials used by a public library? Yes ☐ No ☐

If yes, complete the section(s) below.

Job Title: _____	Job Title: _____
Employer: _____	Employer: _____
Dates: _____ to _____	Dates: _____ to _____

I certify that all the statements made in this application supplement are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in rejection of my application for this recruitment. My signature authorizes Placer County to make any appropriate investigations to verify information.

Signature of Applicant: _____ Date: _____